

The Effective Professional Paper Model

Pre- Writing Phase	Writing Phase	Post Writing Phase
<p><u>PREPARE</u></p> <ul style="list-style-type: none">*Why is the paper necessary?*Who will read it?*What reaction do I want? <p><u>ORGANIZE</u></p> <ul style="list-style-type: none">*Research*List and classify ideas*Select a pattern <div>THINK IT THROUGH</div>	<p><u>INTRODUCTION</u></p> <ul style="list-style-type: none">* Motivator (contrary opinion) (striking statement) (striking incident) (agreement)*Thesis (limited subject) (precise opinion)* Overview (roadmap to the paper) <p><u>SUPPORTING PARAGRAPHS</u></p> <div>UNITY</div> <ul style="list-style-type: none">* Topic Sentence (limited subject (precise opinion)* Support (statistics and numbers) (statements of authority) (examples) (reminders of opinion) (support explanations) <p><u>CONCLUSION</u></p> <ul style="list-style-type: none">*Restatement of Thesis/summary*Clincher (striking statement) (reference to motivator) <div>TRANSITION</div> <div>COHERENCE</div>	<p><u>EDIT</u></p> <ul style="list-style-type: none">* Logical Flow* Balance of active and passive* Deadhead words & phrases* Transitions* Misplaced modifiers* Smothered verbs* Numbers properly used* Each paragraph a logical entity (stands alone)* Effective sentences <p><u>PROOFREAD</u></p> <ul style="list-style-type: none">* Spelling* Grammar* Punctuation* Format requirements <div>WRAP INTO A NEAT PACKAGE FOR IT</div>